

COMMUNITY DEVELOPMENT PROGRAMS SPECIALIST

PURPOSE AND NATURE OF WORK

This is an administrative and technical classification with primary responsibility for keeping abreast of regulatory and statutory requirements related to State/Federal grants, and ensuring compliance as grant recipient. These grants provide substantial funding for all activities of the Department of Community Development.

The work of this class entails field inspections and conducting meetings outside usual working hours. Work is performed under the general direction of the Governmental & Business Relations Manager.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Prepares the Community Development Block Grant application. Conducts public hearings and assures compliance with applicable statutory and regulatory requirements for labor, procurement, environmental, equal opportunity, and citizen participation. Conducts research, and analyses, and prepares reports or documents as required by granting agencies. Prepares monthly financial and progress reports, program amendments, and budget revisions when necessary.

Conducts yearly monitoring reviews on subrecipients. Meets with Department of Housing and Urban Development staff during monitoring reviews. Prepares Annual Grantee Performance Report. Serves as the information source on Housing and Urban Development matters.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of Community Development Block Grant and Department of Housing and Urban Development requirements.

Knowledge of various wage and hour regulations and Acts governing federal government contractors.

Ability to establish and maintain effective working relationships with other employees, public officials, contractors, HUD representatives, other grant program representatives, engineers, and consultants.

Ability to express ideas clearly and concisely, both orally and in writing.

Ability to maintain necessary records and prepare required reports.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a four year college or university with major course work in planning public administration and administrative experience involving federal grant programs; or any equivalent combination of education and experience.